

# **BROOKINGS COUNTY COMMISSION MEETING**

**Tuesday, February 27, 2007**

The Brookings County Board of County Commissioners met in regular session on Tuesday, February 27, 2007 with the following members present: Don Larson, Mary Negstad, Deanna Santema, Dennis Falken, and Emil Klavetter.

## **CALL TO ORDER**

Chairperson Klavetter called the meeting to order.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

## **CONSENT AGENDA**

Chairperson Klavetter declared the Consent Agenda approved with no objection from the board. The Consent Agenda consisted of the agenda for the February 27, 2007 Commission Meeting, and the minutes from the February 20, 2007 Commission Meeting.

Travel/Education: Beverly Chapman to attend New Officials Workshop on March 21-22, 2007.

## **ROUTINE BUSINESS**

Highway Superintendent Ted Eggebraaten updated the board on traveling the railroad tracks in the county with representatives from DM&E Railroad and the South Dakota DOT to check for possible safety issues, there has been increased need for snow removal, and the date for the annual bid lettings has been set.

Zoning Director Robert Hill updated the board that the intern for his office has been hired, the building code law was signed by the governor so he will be looking at changes that may need to be made in his office, and the point of contact information with the census bureau will be updated. Additionally, he met with representatives from the Public Utilities Commission to clarify some files that had been shared between the organizations. He also informed the board that there will be a hearing regarding the White Wind Farm in June in Pierre.

Weed Supervisor Gary Heldt updated the board on meetings, recertifications, and planning that he and his assistant have been doing since January. He also informed them that he had purchased two new trucks and will be surplusing two trucks this summer. The weed department received a check from the Department of Transportation for spraying done in 2006, and is planning to do that spraying again in 2007. The weed department was invited into a contract to spray state roads in Moody County by the State of South Dakota, but a decision on whether to enter into this contract has not yet been made. The bid opening for the chemical bids for 2007 will be held Thursday, March 1, 2007. The Annual Weed Board Meeting is scheduled for Friday, March 2, 2007.

Additionally, he attended the Annual South Dakota Weed Conference last week and was awarded South Dakota Weed Supervisor of the Year.

Be it noted, the Brookings County Board of Commissioners commended Weed Supervisor, Gary Heldt for receiving award of South Dakota Weed Supervisor of the Year.

Emergency Management Director Todd Struwe updated the board on departmental matters including LEPC meeting on February 15, 2007, South Dakota Soybean Plant Fire February 18, 2007, CERT Meeting held February 26, 2007, and that the Emergency Management office will be closed the last week in March in order to attend training in Spearfish.

Register of Deeds Beverly Chapman met with the board to update them on her intentions to attend the New Officials Workshop put on by the South Dakota Association of County Officials to be held in Pierre March 21 & 22. Additionally, she is working with Commission Assistant/Human Resources Director Stephanie Vogel and Deputy States Attorney with questions about the document scanning process.

Sheriff Marty Stanwick brought the board a copy of his End of Year Report to be discussed next week, and updated the board on his office's response to the South Dakota Soybean Plant fire and the rescue near Sinai in recent weeks. Additionally, with those incidents, he informed the Board that the Sheriff's Office and fire departments could be requesting funds to update equipment that is becoming out of date. He also commented that he will work with Emergency Management Director Todd Struwe to address budgeting concerns for dealing with those sorts of emergencies: feeding volunteer help as well as other unplanned expenses.

Motion by Falken, seconded by Negstad, to approve the following claims. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye," Klavetter "Aye." Motion Carried.

A&B BUSINESS, MAINTENANCE & REPAIRS \$61.23; ALLTEL, UTILITIES/COURTHOUSE \$254.09; AT&T, UTILITIES \$135.96; AVERA BROOKINGS MEDICAL, PROFESSIONAL SERV. & FEES \$79.00; BRKGS. CITY UTILITIES, TELEPHONE \$113.88; BRKGS CO TREASURER, SUPPLIES & MATERIALS \$26.00; BRKGS DAILY REGISTER, PUBLISHING \$1189.69; BRKGS. HOSPITAL, BLOOD TESTS \$6613.00; BRUGGER, SUSAN, ADULT DEFENSE \$1158.51; BUHL'S CLEANERS, REPAIRS AND MAINTENANCE \$65.00; C&R SUPPLY, INC., REPAIRS AND MAINTENANCE \$280.00; CENTRAL BUSINESS SUPPLY, REPAIRS AND MAINTENANCE \$1096.20; CIVIL AIR PATROL MAGAZINE, PUBLISHING \$145.00; COVER TO COVER, SUPPLIES & MATERIALS \$15.11; CBCINNOVIS, TELEPHONE \$12.00; DIETRICH, DONNA K., PROFESSIONAL SERV. & FEES \$129.69; FIRST BANK & TRUST, TRANSPORT PRISONER \$148.90; GLOVER, ALAN, ADULT DEFENSE \$734.60; GRAYBAR ELECTRIC CO INC, SUPPLIES & MATERIALS \$197.64; HAROLD'S PRINTING, SUPPLIES & MATERIALS \$234.60; HAUFFE, KONARD DDJ, MEDICAL SERVICE/LIENABLE \$387.31; HELDT, GARY, TRAVEL & CONFERENCE \$615.00; HILL, ROBERT, SUPPLIES & MATERIALS \$41.97; HOSMER, DAVID M, CRT APPORT. ATT'Y/M.I. \$97.86; HY-VEE FOOD STORE, PRISONER RATION \$9607.49; HY-VEE PHARMACY, MEDICAL (PRISONERS) \$389.19; IBM CORPORATION, DATA PROCESSING/SOFTWARE \$78.00; INTER-LAKES COMM. ACTION, COMMUNITY WORKER \$750.00; JOHNSON, JEROME, TRANSCRIPTS (LIENABLE) \$102.60; KLAVERTER, EMIL, TRAVEL & CONFERENCE \$194.20; KNIGHT'S DEFENSE, SUPPLIES & MATERIALS \$24.00; KOOISTRA, NELVA, PROFESSIONAL SERV. & FEES \$15.00; LAUTZENHISER'S STATIONERY, SUPPLIES & MATERIALS \$289.92; LEWIS & CLARK MENTAL, PROFESSIONAL SERV. & FEES \$260.00; LEXISNEXIS, UTILITIES \$150.00; LOWE'S, SUPPLIES & MATERIALS \$13.46; MCCARTY, DONALD, ADULT DEFENSE \$980.28;

MCKEEVER'S VENDING,SUPPLIES & MATERIALS \$344.00; MCI,TELEPHONE \$144.53; MASTERCARD,PROFESSIONAL SERV. & FEES \$1241.47; MICHIGAN STATE UNIVERSITY,SUPPLIES & MATERIALS \$52.00; MILLS PROPERTY MANAGEMENT,RENTAL/1921 BLDG. \$4119.02; MORROW, COREY G, WORK RELEASE \$150.00; NAT'L SHERIFF'S ASSOC,PROFESSIONAL SERV. & FEES \$175.00; NELSON, NANCY J.,ADULT DEFENSE \$396.24; NORTEK COMPUTERS INC,SUPPLIES & MATERIALS \$769.93; NORTHWESTERN PUBLIC SERV,UTILITIES/COURTHOUSE \$5471.86; OFFICE SYSTEMS INC,REPAIRS AND MAINTENANCE \$95.23; ORTHOPEDIC INSTITUTE, IN-PATIENT \$285.34; OUTLAW GRAPHICS,SUPPLIES & MATERIALS \$112.00; PENNINGTON COUNTY JAIL,TRANSPORT PRISONER \$121.35; PRAIRIE GRAPHICS,PERSONAL SERVICES \$174.00; QWEST,DATABASE SERVICE-US WEST \$199.77; RAZOR'S EDGE LAWN CARE,REPAIRS AND MAINTENANCE \$677.00; RAMKOTA INN, TRAVEL/ASSIST. \$611.93; REHFUSS, CATHY,PROFESSIONAL SERV. & FEES \$15.00; RELIANCE TELEPHONE,INMATE/TELEPHONE \$1000.00; SD HUMAN RESOURCE ASSOC,PROFESSIONAL SERV. & FEES \$25.00; S.D. FEDERAL PROP. AGENCY,SUPPLIES & MATERIALS \$27.25; SDSU WORKSTUDY ACC'T.,WORK STUDY \$67.20; G4S JUSTICE SERVICES, INC,TRAVEL & CONFERENCE/GRANT \$378.12; STATE OF SOUTH DAKOTA,SUPPLIES & MATERIALS \$16.00; SWIFTEL CENTER,MULTI-PLEX UPKEEP \$2500.00; TOWN & COUNTRY SHOPPER,PUBLISHING \$429.00; UNITED ACCOUNTS,AM'T HELD FOR SHERIFF TRU \$961.99; VANDENBERG LAW FIRM,ADULT DEFENSE \$312.00; VERIZON WIRELESS,UTILITIES \$329.68; VLASMAN, BARRY L.,ADULT DEFENSE \$183.30; WAGNER REAL ESTATE,INSPECTION FEES \$400.00; WALMART COMMUNITY,SUPPLIES & MATERIALS \$223.37; WEST GROUP,AM'T HELD FOR LAW LIBRARY \$929.63; YANKTON COUNTY SHERIFF,TRAVEL \$16.50; THORNTON, AMY,JURY & WITNESS \$20.00; NELSON, BRENDA,JURY & WITNESS \$25.12

Commission Assistant/Human Resources Director Stephanie Vogel presented the board with the Auditor's Report.

Be it noted the Board reviewed the Auditor's Account with the Treasurer for December 2006 and January 2007.

Be it noted, Chairperson Klavetter signed claims for the following—AFLAC, insurance \$2,628.08; Avesis Incorporated, vision insurance \$1,112.66; Breit Law Office, garnishment \$322.94; Office of Child Support Enforcement, child support \$904.00; Delta Dental, insurance \$2,855.18; Flex One, unreimbursed medical \$2041.60; Fort Dearborn Life, voluntary life insurance \$533.40; Fort Dearborn Life, basic life insurance \$391.25; Local Teamsters, union dues \$997.00; SDRS, retirement \$29,824.35; SDRS Supplemental, retirement \$3,155.00; EFTPS \$54,846.55; Wellmark Blue Cross, insurance \$44,825.02.

Motion by Santema, seconded by Negstad to automatically supplement for unanticipated expenses incurred and reimbursement made to Brookings County to the Sheriff's Office in the amount of \$1,730.25 for reimbursement from insurance for damage to 2005 Dodge Durango (line 10100x4250211). Roll Call Vote: Negstad "Aye," Santema "Aye," Falken "Aye," Larson "Aye," Klavetter "Aye." Motion carried.

Josh Reisetter of Dakota Abstract addressed the board as a concerned citizen regarding a Memorandum of Understanding the Register of Deeds has entered into regarding an organization creating digitally scanned files of all documents in the Register of Deeds Office.

## **REGULAR BUSINESS**

Motion by Negstad, second by Santema, to approve and authorize Chairperson Klavetter to sign an Election Agreement between Brookings County, the City of Brookings, and Brookings School District as amended. Roll Call Vote: Santema "Aye," Falken "Aye," Larson "Aye," Negstad "Aye," Klavetter "Aye." Motion carried.

Jerry Lindberg of Group II Architects updated the board on the space needs study being conducted. Information presented included the recommended square footage needed for each office currently and for future projections.

Motion by Falken, second by Larson to approve the Prisoner Housing Contract between Brookings County and the Minnehaha County Jail and the Community Corrections Center. Roll Call Vote: Falken "Aye," Larson "Aye," Negstad "Aye," Santema "Aye," Klavetter "Aye." Motion Carried.

Motion by Larson, seconded by Negstad to approve Tax Abatement #07-08 in the amount of \$184.86. Roll Call Vote: Larson "Aye," Negstad "Aye," Santema "Aye," Falken "Aye," Klavetter "Aye." Motion Carried.

Commission Assistant/Human Resources Director Stephanie Vogel met with the board to discuss personnel matters, correspondence received, committee meeting regarding software technology, departmental office hours discussion, the NACo Annual Conference and a request from Brookings Chamber of Commerce.

Be it noted, the Board approved the following Personnel Action Notices: New Hires: Zoning Intern, Randall Mentele, Part-time Correctional Officer, Michael Giegling; Promotion: to Full-Time Correctional Officer, Martha Giegling; Routine Step Increase: Health Care Clerk, Brenda Conn \$14.52.

### **COMMISSIONER'S OPEN DISCUSSION**

Commissioner Santema reported that she attended a BATA Board meeting, the ECMH-CD Board meeting, and a Software Technology Committee meeting. She also commented on an article from the Argus Leader regarding competitive bidding for bonds, and brought up the idea of changing the front step to the Courthouse.

Commissioner Falken had no report.

Commissioner Larson reported that he attended a Software Technology Committee meeting and updated the Board about a NACo Meeting in May in St. Paul.

Commissioner Negstad attended the Domestic Abuse Shelter Board Meeting.

Commissioner Klavetter had no report.

Be it noted, the board discussed the space needs proposal and the joint space needs planning meeting scheduled for February 27, 2007 at 4:00pm with the Brookings City Council at City Hall.

## **ADJOURNMENT**

There being no further business, Chairperson Klavetter declared the meeting adjourned until 8:30am Tuesday, March 6, 2007.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The County of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities Act.

---

Kristin Trana  
Deputy Director  
Brookings County Commission/Human Resources Office